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OFFICE OF SCIENTIFIC INTELLIGENCE

Notice No. 52-11

DATE : 26 March 1952

SUBJECT: Initiation of Action File and Procedure for the use of
Form 35-1 on Action Papers

1. As the scope of office operations has expanded there is an increasing need for an orderly procedure for recording action responsibility, and for the requisite follow-up on responses. Effective 1 April 1952, all action papers entering OSI from outside CIA, and those within CIA prepared at the AD level and above will have a chit (Form 35-1) attached to the Standard Yellow Action Sheet (Form 75-3). It should be especially noted that there will be no change in the use of Form 75-3, and that for this type of paper, the chit system will eliminate the necessity for a log in Division and Staff offices for this type of correspondence. The purpose of this system is twofold:

a. To consolidate information on incoming action papers in one Central Record in the Information Branch, showing the final repository of the basic paper and the action taken thereon;

b. To alert interested offices, other than the action office, of incoming papers where joint interests are involved.

2. The Information Branch will prepare multiple chits (Form 35-1) and dispatch the original paper (via the Office of the Executive) with the action chit to the component(s) of OSI having primary interest in the information contained in the paper, and responsibility for the action. Duplicate information chits, announcing the arrival in OSI of the paper, will be dispatched at the same time to one or more of the following offices:

Office of the Assistant Director
Executive Assistant
Administrative Staff
Operations Staff
Production Staff
Substantive Divisions (as appropriate)

3. The Information Branch will maintain three separate records, which will serve as a Central Log on incoming action papers by means of the multiple copies of Form 35-1. The chits will be filed as follows:

a. A number series assigned by the Information Branch

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- b. A subject heading by office or agency of origin
- c. A tickler file by due date for response to action required.


References a and b will comprise the permanent logs, while reference c will be destroyed when action has been completed and notation of completed action has been made on chits a and b.

4. When a response to an incoming action paper has been requested for a specific date, it will be clearly indicated on each chit. The Information Branch will notify the appropriate Division Intelligence Information Officer or Staff secretary on the working day preceding the requested due date, providing the action has not already been completed. After one notification, if the response has not been forwarded at the close of the working day on the date the response is due, the office of the Executive will be advised. On papers not requiring action on a specific date, the Agency five-day acknowledgement regulation will be followed by the Information Branch.

5. When action has been completed on an action paper coming into OSI from an outside source, and the action is completed by a written reply, a chit must be returned to the Information Branch attached to the reply. The Information Branch will clear the tickler file and make notation of completed action in the Central Log. If completing the action consists of other than the preparation of a written reply, the chit alone should be returned to the Information Branch with a notation made on the reverse side of the chit indicating that the required action has been completed this date. Follow-up records will be cleared and completed action will be recorded in the same manner as for written responses.

6. All action papers classified through Secret will be handled under the above system. Exceptions to this procedure will be made on papers classified Top Secret, Registered, Limited Distribution and Eyes Only. However, all such papers (except Eyes Only) requiring action by OSI must be logged by the Information Branch in order to insure proper administrative control of action correspondence.

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Assistant Director
Scientific Intelligence

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